

Committee on House Administration
Washington, DC 20515-6157

June 16, 2004

ATTENTION INTERN COORDINATORS

*The Committee on House Administration
and
The Senate Committee on Rules and Administration
present the
2004 Congressional Intern Lecture Series*

Special Event

Wednesday, June 23, 2004
2:30 – 3:30pm
TBD

***Supreme Court Justice
Sandra Day O'Connor***

Special Event Guidelines

→ → To register, **HOUSE** interns should sign up beginning:
MONDAY, June 21, 2004 at 10 am
by sending an e-mail to LectureSeries2004@mail.house.gov

The e-mail must contain: 1) your **FULL** name as it appears on your Congressional Intern ID; 2) the name of the office with which you are interning; and 3) the e-mail address where you would like your confirmation sent

- Any e-mails sent before Monday, June 21st at 10am will **NOT** be considered.
- We have very limited space – **ONLY** the *first* 40 House interns to sign up correctly will be accepted.
- We will send each accepted intern a confirmation notice to the e-mail address they have specified. If an intern does not receive a confirmation within 24 hours, they do **NOT** have a reserved space

- On Wednesday, June 23rd at 2pm, all interns with a reserved space will be required to meet in front of the Longworth House Office Building, Independence Ave. elevators on the **First Floor** to check-in with House Administration staff. We will proceed to the lecture together as a group.